

Town of Warrenton, Virginia
Request For Proposal: Audit Services

RFP Number: #04-009 Issue Date: February 26, 2004 Closing Date: April 9, 2004 at 2:00 PM

All proposals must be received by the closing date and time to be considered responsive.

One (1) original and three (3) copies of the proposal shall be mailed or delivered to:

Town of Warrenton
Purchasing Agent
18 Court Street
P.O. Drawer 341
Warrenton, Virginia 20188

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent
P.O. Drawer 341
18 Court Street
Warrenton, VA 20188

Phone: 540-347-1102
Fax: 540-349-2414
e-mail staff@ci.warrenton.va.us

For technical information relating to this RFP, please contact:

Rick Heartley, Finance & Human Resources Director
P.O. Drawer 341
18 Court St
Warrenton, VA 20188

Phone: 540-347-1102
Fax: 540-349-2414
e-mail rheartley@warrentonva.gov

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods in accordance with the signed proposal or as mutually agreed upon by subsequent negotiations.

Name and Address: _____

Phone #: _____

Fax #: _____

Submitted by: _____

Date: _____

Printed name

FEIN/SSN: _____

Signature

CERTIFICATION PAGE
RETURN THIS PAGE WITH PROPOSAL SUBMISSION

TOWN OF WARRENTON
REQUEST FOR PROPOSAL - AUDIT SERVICES
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TOWN OF WARRENTON

REQUEST FOR PROPOSAL #04-009 AUDIT SERVICES

I. INTRODUCTION

The Town of Warrenton (hereinafter called the "Town") invites qualified independent certified public accountants (hereinafter called the "Auditor") to submit proposals to perform a financial audit for the fiscal years ending June 30, 2004 through 2007. This audit is to be performed in accordance with generally accepted auditing standards, the standards for financial audits in Government Auditing Standards (1988) issued by the Comptroller General of the United States, the provisions of the U.S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments, and the Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts, Commonwealth of Virginia.

A pre-proposal conference will be held, if requested, to answer any questions that might arise. General background information on the government and its operations will also be discussed at that time.

To be considered, three copies of the proposal should be forwarded to the Town's Purchasing Agent no later than 2:00 p.m. on Tuesday, April 9, 2004. The proposal should clearly be marked "Proposal - Audit Services".

Proposals submitted will be evaluated by the Audit Committee. The selection criteria to be used in evaluating this proposal is detailed in Section VII and includes both technical ability and timeliness of audit. The Town anticipates that the selection of a firm will be completed by May 15, 2004.

II. SCOPE OF WORK TO BE PERFORMED

- A. Financial audit - The independent auditor shall audit all funds and account groups of the Town in accordance with generally accepted auditing standards, standards for financial audits contained in Government Accounting Standards issued by the Comptroller General of the United States, the provisions of the U.S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments, and the Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts, Commonwealth of Virginia. The audit shall result in the preparation of financial statements from the audited records of the Town with the Auditors' opinion thereon. The Auditors' opinion shall be unqualified unless the Auditors furnish to the Town, on a timely basis, their reasons for qualifying the opinion, disclaiming an opinion or rendering an adverse opinion.
- B. The Auditor shall audit and report on the schedule of federal assistance.
- C. In connection with audit of the financial statements, the Auditor shall perform tests of compliance in accordance with Government Auditing Standards, OMB Circular A-128, Audits of State and Local Governments and the Specifications for Audit of Counties,

Cities and Towns.

- D. In connection with audit of the financial statements, the Auditor shall perform work on internal controls in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards, OMB Circular A-128, Audits of State and Local Governments and the Specifications for Audit of Counties, Cities and Towns.
- E. Transmittal forms - The Auditor of Public Accounts requires all local governments to complete transmittal forms in accordance with the provisions of the Uniform Financial Reporting Manual for Virginia Counties and Municipalities (1984). The Auditor must prepare the required forms, render an opinion thereon, and submit same to the Auditor of Public Accounts not later than November 30 following the end of the fiscal year.

III. REPORT PREPARATION

- A. Required Reports
Based on the audit work performed, the Auditor must issue the following reports as part of the comprehensive annual financial report (CAFR).
 - 1. A report on the fair presentation of the general purpose financial statements and the combining, individual fund, and individual account group financial statements in conformity with generally accepted accounting principles.
 - 2. A report on the supplementary schedules and statistical tables contained in the comprehensive annual financial report (CAFR), including the schedule of federal assistance.
 - 3. A report on the internal control structure based on the Auditor's understanding of the control structure and assessment of control risk. The Auditor shall communicate all reportable conditions (as defined by the AICPA) found during the audit in the report on internal controls. Non-reportable conditions discovered by the Auditor shall be reported either in the report on internal controls or in a separate letter to management. If the non-reportable conditions are reported in a separate letter, the letter shall be referred to in the report on internal controls.
 - 4. A report on the internal control structure used in administering federal assistance programs. The Auditor shall communicate all weaknesses that could have a material effect on a federal assistance program in the report on internal controls. Other conditions discovered by the Auditors shall be reported either in the report on internal controls or in a separate letter to management. If the non-reportable conditions are reported in a separate letter, the letter shall be referred to in the report on internal controls.
 - 5. A report on compliance based on the audit of the general purpose financial statements performed in accordance with Government Auditing Standards. The Auditor shall communicate all instances of noncompliance that could have a material effect on the general purpose financial statements in the report on compliance.

6. A report on compliance with specific requirements applicable to major federal assistance programs. The Auditor shall communicate all instances of noncompliance with the specific requirements for major federal assistance programs in the report on compliance or in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the Schedule shall be referred to in the Auditor's report on compliance.
 7. A report on compliance with the general requirements applicable to federal assistance programs. The Auditor shall communicate all instances of noncompliance with the general requirements in the report on compliance or in the Schedule of Findings and Questioned Costs, the Schedule shall be referred to in the Auditor's report on compliance.
 8. A report on compliance with the requirements applicable to non-major federal assistance programs if transactions from non-major assistance programs were selected for testing during the audit. The Auditor shall communicate all instances of noncompliance with the requirements governing non-major programs in the report on compliance or in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the Schedule shall be referred to in the Auditor's report on compliance.
 9. A report disclosing the status of findings and recommendations from previous audits that have remained uncorrected.
 10. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Town Council and Town Manager.
- B. Draft Reports
The Auditor shall have drafts of the audit reports and recommendations to management available for review by the Town Council and Town Manager by October 1 following the end of the fiscal year.
- C. Submission of Reports to the APA
Three copies of the comprehensive annual financial report (CAFR), including the Auditors' reports on internal controls and compliance, must be submitted to the Auditor of Public Accounts (APA) not later than December 5 following the end of the fiscal year. A copy of the CAFR, including the reports on internal controls and compliance must be submitted to the Auditor of Public Accounts for each state agency that provided federal funds to the Town. In addition, a copy of the CAFR, including the reports on internal controls and compliance must be submitted to the Auditor of Public Accounts for the Department of Transportation, where applicable.
- D. Submission of Transmittal Forms to the APA
One copy of the transmittal forms referred to in © above must be submitted to the Auditor of Public Accounts no later than November 30 following the end of the fiscal year.

- E. Submission of Report to the GFOA
The Town will send its comprehensive annual financial report (CAFR) to the Government Finance Officers Association (GFOA) of the United States for review in its certificate of achievement program. The Town of Warrenton received a Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2002 from the Government Finance Officers Association of the United States. This award is awarded to government units whose CAFRs achieve the highest standards in government accounting and financial reporting. The Town anticipates receiving this award for the year ended June 30, 2003.
- F. Report Preparation
Report preparation, editing and printing shall be the responsibility of the Auditor. Within 10 days after approval of the report by the Auditor of Public Accounts, the Auditor shall furnish 40 copies of the Comprehensive Annual Financial Report to the governing body. The Town's CAFR for the year ending June 30, 2003 may be obtained in PDF format by visiting the Town's website www.warrentonva.gov.

IV. REPRESENTATION OF THE TOWN

- A. Information Overview
A description of the Town and pertinent background information has been included in the attached Information Overview.
- B. GASB 34
GASB has issued Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, which establishes specific standards for basic financial statements, management's discussion and analysis (MD&A), and certain required supplementary information other than MD&A. This statement became effective for the Town if fiscal year 2003.

- C. Current Funds

The following are current funds of the Town:

Governmental Fund Types:

General Fund

Capital Projects Funds:

General Capital Projects Fund

Proprietary Funds:

Enterprise Funds:

Water and Sewer Utility Fund

Cemetery

Internal Service Funds:

Motor Pool Fund

Trust and Agency Funds:

Agency Fund

Retirement Fund

Account Groups:

General Fixed Assets

General Long Term Debt

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR

A. Books of Account

The Town represents that the books of account shall be fully balanced, all subsidiary ledgers reconciled to control accounts, and all bank accounts for all months reconciled no later than 30 days immediately following statement date.

B. Schedules

The Town staff shall prepare the following information on forms acceptable to the Auditor:

1. A final trial balance of each fund;
2. A final trial balance of each subsidiary ledger;
3. A copy of the final budget presented to Council for the audit period, the original budget ordinance for the audit period and all amendments to the budget ordinance;
4. A copy of all project ordinances and all amendments thereto for all projects beginning during the period or not fully completed prior to the period;
5. A schedule of investments of all funds at statement date showing both book value and estimated market value at statement date;
6. A schedule of all capital outlays for the period;
7. A schedule of all capital assets disposed of during the period;
8. A schedule of accounts payable at statement date;
9. A schedule of inventory of enterprise funds at statement date;
10. Copies of all contracts with governmental grantor or grantee agencies;
11. Copies of all other contracts in force at statement date of a material amount; and
12. Such reasonable additional schedules as may be requested for financial audits.

C. Other Assistance

The staff of the Town and responsible management personnel will be available during the audit to assist the firm by providing information and explanation.

VI. PROPOSAL

A. Format of the Proposal

Proposals should be as thorough and detailed as possible so that the Town may properly evaluate your capabilities to provide the required services. The Auditor is required to submit the following items as a complete proposal;

1. Title Page
Show the RFP subject, the name of the offeror's firm, local address, telephone number, name of contact person and date.
2. Letter of Transmittal that includes:
 - a. A statement by the prospective Auditor of his understanding of the work to be done with descriptions of the audit approach and

illustrations of the procedures to be employed.

- b. The approximate date the audit will begin (including preliminary field work) and end, as well as approximate dates for delivery of the financial statements and Auditor's reports.
- c. Biographies, including experience, of the individuals who will be assigned to the engagement, relevant experience of each in auditing municipalities, and recent continuing professional education of each.
- d. Names, addresses and telephone numbers of persons who may be contacted for references.
- e. History of the firm, including number of years in business, size of firm and number of governmental contracts in force.

3. Representation of the Auditor

- a. The firm must provide a positive statement that it is independent of the Town of Warrenton as that term is defined in the Ethical Rules of the AICPA.
- b. The firm must provide a positive statement indicating that the firm and the partner assigned to the engagement are licensed to perform the audit as provided in the applicable laws of the Commonwealth of Virginia.
- c. The firm must provide a positive statement indicating that adequate supervision will be provided on a day-to-day basis.
- d. The firm should provide a positive statement that all staff assigned to the audit have met the continuing education requirements required by Government Auditing Standards issued by the Comptroller General of the United States.

B. Right to Reject Proposals

Proposals shall be signed by an authorized representative of the firm. All information requested must be submitted. Failure to submit all requested information may result in the rejection of the proposal. Mandatory elements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

C. Deadline for Submission

In order to be considered for selection, Auditors must submit a complete response to the Request for Proposal. One (1) original and two (2) copies of each proposal must be submitted to the Town. Copies of the proposal should be forwarded to the Purchasing Director, P O Drawer 341, 18 Court Street, Warrenton, VA 20186 no later than 2:00 p.m. on April 9, 2004.

D. Inquiries concerning the request for proposal should be directed to:

Richard M. Heartley
Finance & Human Resources Director
P O Drawer 341
Warrenton, VA 20188
Phone 540-347-1102.
e-mail rheartley@warrentonva.gov

VII. SELECTION CRITERIA

Selection criteria will include the following:

A. MANDATORY ELEMENTS

Representations of the Auditor described in Sect. VI(A)(3) are considered mandatory elements of the proposal. Only firms that meet the mandatory criteria will be considered during the evaluation process.

B. EVALUATION CRITERIA

1. The specific plans or methodology to be used in performing the audit (i.e., the audit approach).
2. The skill, experience and training of the specified persons who will be performing the services requested.
3. The prior experience and reputation of the Auditor in auditing governmental units similar to the Town.
4. References from other local governments or clients.
5. Ability to complete the audit and submit the financial statements and Auditor's reports to the Auditor of Public Accounts by the required deadline.

VIII. SELECTION PROCESS/AWARD OF CONTRACT

The selection process will be in accordance with Section 11-37(6) of the Code of Virginia. The Town shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the audit. This Request for Proposal, is not, however, requesting that offerors furnish estimates of man-hours or cost of services. At the discussion state, the Town may discuss non-binding estimates of total costs. Proprietary information from competing offerors shall not be disclosed to the public or to competitors.

At the conclusion of the discussion, on the basis of the selection criteria listed in this Request for Proposal and all information developed in the selection process to this point, the Town shall

select in order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first.

If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

IX. MEETINGS

Conferences between the Auditor and the Town Manager should be scheduled by the selected Auditor before the preliminary work and at the end of the fieldwork. The purpose of the meetings is to keep the governing body fully informed on the scope and progress of the audit. A draft of the final report shall be furnished to the Town Council and Town Manager for their comments by October 1 following the end of the fiscal year.

X. PAYMENT TERMS

Interim billings are not to exceed 50% of said fee. Final payment will be made upon approval of the report by the Auditor of Public Accounts or the expiration of thirty days after the complete report has been received by the Auditor of Public Accounts, whichever shall first occur.

XI. OTHER MATTERS

- A. Respondents should contact Richard M. Heartley, Finance Director, to answer any questions that might arise and to discuss general background information on the government and its operation.
- B. The information outlined on the attached information overview will be made available at the pre-proposal conference, if any, referred to in Section I.
- C. The Town intends to continue the relationship for no less than three (3) years or until a determination is made that it is in the best interest of the Town to request new proposals.
- D. The prospective bidders are reminded that the audit contract must be filed with the Auditor of Public Accounts, Commonwealth of Virginia.
- E. The Auditor hereby agrees to retain all books, records and other working papers relative to this contract for five (5) years after the final payment. The Town, its authorized agents, and or state and federal auditors shall have full access to and the right to examine any of said materials during said period.
- F. CANCELLATION OF CONTRACT: The Town reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 day written notice

to the Auditor. Any contract cancellation notice shall not relieve the Auditor of the obligation to complete an audit commenced prior to the effective date of the cancellation.

- G. **DEFAULT:** In case of failure to deliver services in accordance with the contract terms and conditions, the Town, after due oral and written notice, may procure them from other sources and hold the Auditor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Town may have.
- H. **EXCUSABLE DELAY:** The Town shall not be in default by reason of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond its control and without the fault or negligence of the Town. Such causes, may include, but are not restricted to acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the Town.
- I. **QUALIFICATIONS OF PROSPECTIVE BIDDER:** The Town may make such reasonable investigations as are deemed proper and necessary to determine the ability of the firm proposing to perform the work. The Town reserves the right to reject any proposal if the evidence submitted by the firm, or investigations of the firm, fail to satisfy the Town that such firm is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- J. **ANTI-DISCRIMINATION :** By submitting their proposals, the Auditor certifies to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, Section 11-51 of the Virginia Public Procurement Act, and the American Disability Act of 1990.
- K. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, the Auditor certifies that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- L. **INDEMNIFICATION:** Bidder/offeror agrees to indemnify, defend, and hold harmless the Town of Warrenton, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, services or equipment of any kind or nature furnished by the bidder/offeror, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the bidder/offeror on the materials, goods or equipment delivered. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

- M. APPLICABLE LAW AND COURTS: Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The bidder/offeror shall comply with applicable federal, state and local laws and regulations.
- N. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE: The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

ATTACHMENT

Information Overview

TOWN OF WARRENTON WARRENTON, VIRGINIA

A. Background Information:

1. Description of the Town

The Town of Warrenton, the County seat and largest town in Fauquier County, is located in the upper Piedmont region of Virginia at the foot of the Blue Ridge Mountains. Warrenton is approximately 40 miles southwest of Washington, D.C., 35 miles northwest of Fredericksburg, Virginia, and 70 miles northeast of Charlottesville, Virginia.

The Town contains 4.35 square miles at June 30, 2003.

2. Population

6,700 for 2003, estimate

3. Description of Enterprises Operated

- a. Water Distribution System with approximately 3,820 customers as of June 30, 2003.
- b. Sewage Treatment System with approximately 3,370 customers as of June 30, 2003.
- c. Cemetery with less than 100 internments for the fiscal year ending June 30, 2003.

4. Personnel/payroll

- a. Full-time authorized positions = 97
- b. Part-time employees = 7 FTE'S
- c. Average number of payroll checks/ACH items issued = 375 month
- d. Total payroll expenses for CY 2003 = \$ 3,976,263.

5. Tax Collections

- a. Estimated number of property tax bills issued FY 2003 = 10,600
- b. Real Estate Tax Assessed FY 2003 = \$ 219,999.
- c. Personal Property Tax Assessed FY 2003 = \$ 658,008.

6. Enterprise Billings

- a. Average number of bills per month = 3,840
- b. Number of billings per month = 1

- c. Average number of delinquent bills at the end of each month = 500
- 7. Purchasing
 - a. Average number of purchase orders issued per month = 15
 - b. Average dollar value of purchase orders issued per month = \$35,000
- 8. Bank Accounts
 - a. One primary depository account.
 - b. One overnight repurchase agreement account.
 - c. Two Disbursement Accounts established as zero balance accounts.
 - d. Five money market accounts with an average monthly total number of transactions estimated at 100.
 - e. Seven investment accounts in the Virginia Local Government Investment Pool.
 - f. Investments in United States Treasury Obligations.
 - g. Numerous certificates of deposit held at local financial institutions.
 - h. Investments in US Government Agencies
- 9. Accounting Records

The Town last updated its data processing system in FY 1995 by purchasing the Bright & Associates system. The Town currently uses the following modules:

 - a. Accounting
 - b. Payroll
 - c. Personnel
 - d. Accounts Payable
 - e. Purchasing
 - f. Utility Billing
 - g. Commissioner
 - h. Treasurer
- 10. Special Conditions

None
- 11. Changing Conditions Since the End of the Preceding Fiscal Year

None
- 12. Additional Town Of Warrenton related financial information

The Town's CAFR for the year ending June 30, 2003 and the Town's adopted budget for the period ending June 30, 2004 may be downloaded from the Town's website at www.warrentonva.gov.

B. Basis of Accounting

The Town prepares its budgets on a basis of accounting consistent with generally accepted accounting principles (GAAP).

C. Federal Assistance

The following is a complete list of all Federal Assistance Programs:

Miscellaneous minor federal grants.

D. Pension Plans

The Town contributes to the Virginia Retirement System (VRS), an agent multi-employer defined benefit public employee retirement system.

The Town contributes to the International City Managers Association's Section 457 Deferred Compensation Plan

E. Reporting Entity

The governing body has created the following separately functioning Authorities, Boards and Commissions:

Planning Commission
Board of Zoning Appeals
Architectural Review Board
Building Review Code Board

F. Internal Audit Function

The Town does not maintain an internal control function.

Town of Warrenton, Virginia

Organizational Chart

